

The NATIONAL Secretary

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Number 1

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THE NATIONAL SECRETARY

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Number 1

THE NATIONAL ASSOCIATION OF SCHOOL SECRETARIES

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1948

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The National Education Association

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Secretaries, Clerks, Administrative Assistants
in public, private schools and colleges

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Contents

	Page
Chairmen—Membership	Inside Back Cover
President's Message	4
Editors' Page	6
Officers	8
Cleveland Meeting	9
1949 Convention & Institute	10
The 1948 Summer Workshops.....	11
Efficiency Exchange	31
Listening-In	32
Committee Notes and Miscellany.....	37
Financial Statement	40
Application for Affiliation.....	41
Life Membership	42

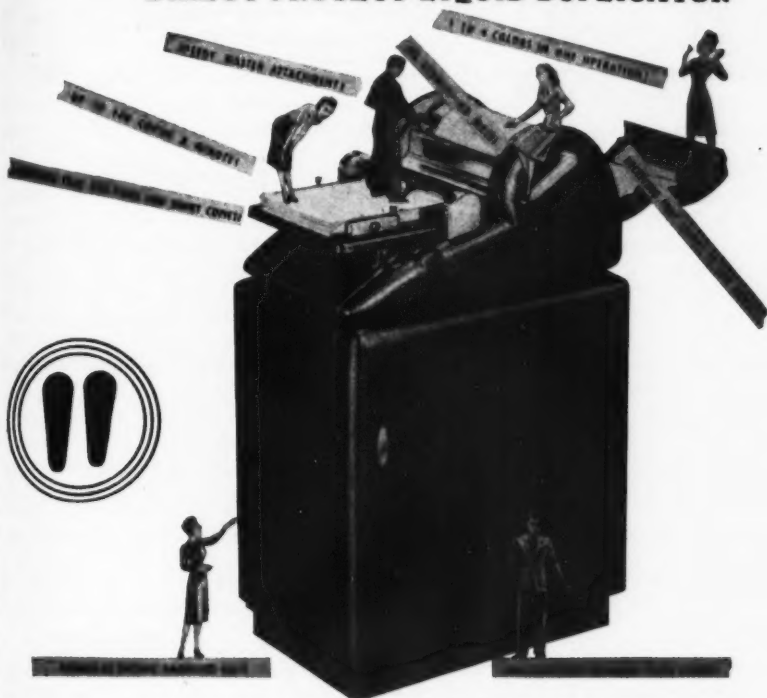


Index to Advertisers

	Page
Automatic Pencil Sharpener Company.....	40
Binney & Smith Company.....	13
Coca Cola Company	Inside Front Cover
A. B. Dick Company.....	19
Ditto, Incorporated	3
Thomas A. Edison, Incorporated.....	27
Fuller Brush Company.....	33
Ginn & Company	36
Gregg Publishing Company.....	38
D. C. Heath and Company.....	41
Holden Patent Book Cover Company.....	34
Henry Holt & Company.....	39
John Nesbitt, Incorporated.....	35
Reader's Digest	18
Remington Rand, Incorporated.....	25
John Sexton & Company.....	22-23
Underwod Corporation	7

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Dear Members of the National Association of School Secretaries:

Did you know that approximately five hundred of our group attended institutes and workshops during the summer of 1948? Such a large attendance is most gratifying to me for it's a good indication of the desire of school office employees to learn more about their particular job beyond the practical experience of working in an office. It shows a growing desire for unity and/or professional advancement. By unity we develop strength for our association. I feel sure that each one who attended an institute or a workshop this past summer returned home with renewed faith in herself to do her job better, with new ideas and a greater interest in her work. I am sure that she is a better clerk or secretary, for the courses offered at each university or college were stimulating and of great interest.

It is the desire of all your officers to want to serve you during the coming year.

However, we must all work together for the best interests of our association, and I have given special assignments to the officers as follows:

Eunice Bounds, Second Vice President, is chairman of the Committee on Elections.

She will appreciate your suggestions and help for the 1949 election on selecting a First Vice President, Third Vice President, Recording Secretary, and two Executive Board members.

Mary Bowers, Treasurer, receives the dues and issues receipts for them. If you fill out the membership blank carefully and send it with your dues you will be assured of receiving the magazines and all official notices of the association meetings.

Catherine Daly, First Vice President, is chairman of the Advisory Council and Affiliation. She is compiling a directory of all associations with the names of the officers.

Will you please send her information of your group? See the article and the blank which is provided in this issue of the magazine.

Georgia Davis, Recording Secretary, keeps a record of all the minutes and of the reports of the Executive Board meetings. She works with the president on reports and records of the activities of the association.

Eleanor M. Dearden, Junior Past President, is chairman of the Research Committee.

She is taking the initial steps to compile a yearbook for the association. If it is at all possible she hopes to have the material ready for publication in 1950.

Marian Homer, Corresponding Secretary, makes all of the tabs for your magazine for mailing, mails all of your notices and all correspondence that goes to the entire membership. If your mailing address is not correct drop her a card with any change as soon as possible. This is the only means she has of keeping the mailing list up to the minute.

Rea Lindenberg, Executive Board member, is in charge of the "Efficiency Exchange" in the magazine. Send her your suggestions, as she will be glad to have them for publication.

Martha S. Luck, Executive Board member, is in charge of Publicity. If you have news or information of secretarial associations send it to her. In all probability she will be planning the Northwestern Institute of 1950.

Charlotte Marr, Executive Board member, is the Public Relations Committee Chairman. She is constantly contacting national and state departments of the work that we are doing, and she will be glad to have any of your suggestions.

Sara Milner, Third Vice President, is the national membership chairman. With her assistants, the sectional and state membership chairmen, she prepares all of the material that comes to you regarding renewal of your membership or on securing new members.

Louise H. Nelson, President Emeritus, is our counselor and adviser. We look to her at all times for guidance in the affairs of the association.

Rita Putnam, Executive Board member, has taken over the "Listenin'-In" column. Please, will all associations put her on their mailing list for notices of meetings, copies of newsletters or all material that will be of interest to other associations. Lastly, may I, your president, express appreciation for the honor you have bestowed on me. I shall do all in my power to merit this expression of faith and trust. One person is powerless to do all of the work of such a large group. If you will cooperate by being prompt in your replies or in sending in information when it is needed I feel sure that we can grow rapidly to greater and better heights professionally. The more we give to our profession, the more we receive.

Sincerely,

Edna Atkinson





Frances E. Rosenthal
Editor

The Editors' Page



Dorothy L. Littleton
Assistant Editor

As we take up our new responsibilities in editing *The National Secretary* we do so with unbounded appreciation and fullest recognition of the magnificent contribution that has been made and the significant pattern set by our predecessors. Katherine Mitchell, as editor, and Mary Patricia Cleary, as assistant editor, have done an outstanding piece of work in producing our fine magazine these past four years. They have endeared themselves, as well as the magazine, to our hearts and we are deeply grateful for their untiring efforts to keep us informed concerning the activities, the accomplishments, and the goals of our organization.

It is in a spirit of humility, therefore, that we attempt to carry on. We hope that the magazine, as we are able to bring it together and send it to you, will continue to be of interest, that it will at all times reflect the professionalism that characterizes our association, that it will meet with your approval.

There is one way to be certain that our little publication is the type of paper we all want it to be—that is by letting the editors know what you want to see and read in it, by sharing your hopes and aspirations for what can be included in these pages. We, as editors, earnestly solicit your assistance in making the magazine meet your specifications for such a paper. Please help us by forwarding your ideas, your suggestions, and your constructive criticisms. We'll do our best to carry out your wishes if you will inform us of them. Let's make this interpretation of our Association a genuine one, achieved through cooperative endeavor.

By trial and error we hope we'll soon be able to overcome the pitfalls that beset young editors so that subsequent issues will reach you on time and with the appealing content you wish. With your help we can do it, we know. We're counting on you!

Most sincerely

The Editors



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CLEVELAND MEETING OF THE NATIONAL ASSOCIATION OF SCHOOL SECRETARIES

July 5-9, 1948

Georgia A. Davis

It was a happy group of secretaries that met in Cleveland, Ohio, for the first Annual Meeting of the National Association of School Secretaries since the war. Also, it was the first annual meeting of the Association as a department of the National Education Association.

The first general meeting opened at 9:30 a. m. in the Ballroom of the Wade Park Manor, which was the headquarters for the Association. Two rather technical films, *Typing Tips* and *Know Your Typewriter* (sent by mistake in place of *Duties of a Secretary*) were shown, but perhaps we all went home with a little more appreciation for our faithful friend, the typewriter.

The meeting then divided into three groups—Secretaries in Large Administrative Offices, with Rea Lindenberg in charge, Secretaries in Small Administrative Offices, led by Emma Kastner, and Secretaries in Schools, with Rita Putnam as leader. The discussion groups, which centered around the theme, "The Need for Good Public Relations," were both interesting and worthwhile.

The business meeting, which was also held in the Ballroom, opened at 2:30 p. m.

A composite report of Executive Committee meetings held during the past five years was given by the Recording Secretary, Georgia A. Davis.

The report of the Treasurer, Mary Bowers, showed a balance of \$2130.60 on June 30, 1948.

Reports from the following standing committees were heard: Auditing Committee, given by Alma Cripe, chairman; Membership Committee, given by Sara Milner, chairman; Public Relations, by Charlotte Marr, chairman; and on the magazine, *The National Secretary*, by Katherine E. Mitchell, editor.

Among interesting facts contained in the Membership Chairman's report was the statement that fifteen states exceeded last year's membership, fifteen states maintained the same membership, and that, in spite of the dues being doubled, there were only about one hundred members less in the country than during the former year.

There was a discussion concerning the printing of the Constitution and By-Laws and a motion was approved to have the Executive Committee go ahead with this.

Reports were heard from the three discussion groups held during the morning session. The group representing the Administrative Secretaries in the larger cities made some definite recommendations, and these were referred to the Executive Board for further study and action.

Following the report of Betty Zimmerman, chairman of the Special Committee of Past Presidents to study the matter of Life Membership, this change was made in the By-Laws: "A member in good standing for more than two consecutive years shall receive Life Membership upon payment of \$25 paid in full, or with \$10 down and the balance in three installments; said member to have all privileges of an active member." A special membership emblem and membership card were recommended by the committee.

A budget with estimated receipts of \$4275 and proposed expenditures of \$4150 was adopted after a detailed report was given by Betty Zimmerman, chairman of the Budget Committee.

Catherine Daly, chairman of the Elections Committee, reported the following officers elected by the membership: President, Edna Atkinson; Second Vice President, Eunice Bounds; Corresponding Secretary, Marion Homer; Treasurer, Mary E. Bowers, and for the Executive Committee, Martha Luck and Rea Lindenberg.

The newly elected President took the chair, expressed appreciation for the past leadership of the Association, and pledged her best efforts for the good of the Association.

Miss Atkinson announced that regional meetings of the American Association of School Administrators would be held in San Francisco, February 18-21; in St. Louis, February 27-March 2, and Philadelphia, March 27-30, and that due to the advantages of meeting with the AASA, regional meetings for our group would be arranged. The President appointed Georgia A. Davis to be chairman of the St. Louis meeting, and Rea Lindenberg as chairman of the Philadelphia meeting, with arrangements for the San Francisco to be announced later.

Anne Critchlow extended an invitation for a Convention and Workshop to be held in Salt Lake City next summer.

The President assigned the following special duties for the coming year:

Eunice Bounds, chairman of the Advisory Council.

Sara Milner, continue as chairman of Membership.

Betty Zimmerman, continue as chairman of the Life Membership Committee.

Charlotte Marr, continue as chairman of the Committee on Public Relations.

Martha Luck, Chairman of Publicity.

Eleanor Dearden, Chairman of Research.

The President stated that she believed, since we are a department of the NEA work should be started on a Yearbook, and she asked the Public Relations, Research, and Publicity Committees begin work on this special project.

The acceptance of Frances E. Rosenthal as Editor of *The National Secretary* was announced by the President. Also, she stated that Rita Putnam had consented to be Editor of the "Listenin'-In" column.

At the close of the meeting, Catherine Daly asked for a rising vote of thanks to Eleanor Dearden for her work as President during the past two years, and to Betty Zimmerman, who also served as President during years when there could be no annual conventions. The membership was happy to express sincere appreciation to the former presidents.

The Executive Board held short sessions before and after the general meetings. During the remaining four days of the week an Institute was held at Western Reserve University.

1949 CONVENTION & INSTITUTE

Go West to Zion in forty nion!

To the Windy City in nineteen fl(f)ty!

Yes, that's the best slogan we could think of in the high-ceilinged, dignified, but July-hot room at Wade Park Manor in Cleveland! But we hope the exclamation marks denote our enthusiasm, which was really at white heat then and hasn't waned yet. We are still open to suggestions as to a slogan that will lure secretaries to the great open spaces of Utah next summer and then to Chicago the following one.

By this time, perhaps, you have guessed it. The stage is set for the national convention to be held in Salt Lake City, for the NEA has sanctioned our meeting at a different time and place from the regular NEA convention. An Institute (that, by the way, is the modern term for what we used to call a "workshop") sponsored by the University of Utah will follow. The dates, you ask? Well, the Advisory Council discussed the best time for a convention and the verdict was: Sometime during the last two weeks of July or the first week of August.

Naturally, all plans have not been worked out as yet. This is merely a prediction of things to come and to advise you to start NOW to save those shekels so that you may participate in a convention, improve your secretarial techniques, and have a riotous vacation way out in the West, where you've "always wanted to go!"

We understand that Carlson Hall, the women's dormitory of the University of Utah, will be available for living quarters, its dining room open, and all classes held on the campus, so that the expenses of living and learning will be reduced to a minimum.

The Salt Lake City and Utah school secretaries' associations will team up to show you the best possible time in the mountains and in and around Great Salt Lake. The Denver girls have promised to meet the train, if you will get together via Marion Homer, and whisk you to Troutdale or some other swishy place for luncheon on your way out.

After the institute is finished there will still be time for most of you to make a trip to the Southern Utah and Arizona canyons—Bryce, Zion, and Grand—to dash up to the beautiful Jackson Hole, Yellowstone Park, Sun Valley country, or to go on to Sunny California or Arizona and New Mexico. We will give you information about such trips and their estimated costs in the next issue of the magazine. In the meantime, cut all non-essentials out of your spending budget, if there are any left. If not, start on essentials, like lipstick, nail polish, etc., and get out the old piggy bank and fill him full!

Note to Western girls! Don't feel left out of this plan! Salt Lake is calling her Western sisters for suggestions and help. We want you here. We know you'll come. This is our opportunity to feel and be important in the life of the association.

So—Go West to Zion in forty-nion!

To the Windy City in nineteen-fl(f)ty!

the 1948 SUMMER WORKSHOPS

INSTITUTE AT WESTERN RESERVE UNIVERSITY

Cleveland, Ohio—July 6-9, 1948

Reported by Eleanor M. Dearden

As an integral part of the convention program in Cleveland, the National Association of School Secretaries, in cooperation with Cleveland College, Western Reserve University sponsored an Institute for School Secretaries, July 6-9, 1948.

The purposes of the Institute were to give an overview of many areas, to open up new avenues of thought, and to stimulate further study of the various topics. Specifically, the Institute was planned to aid in the improvement of secretaries through added knowledge and understanding, self-evaluation, and the adoption of improved techniques in daily practice.

One objective of the American people is to develop an intelligent citizenry in whom ideals of democratic living have been inculcated and who have developed the ability to practice these ideals through democratic processes. One of the recent trends in education is the practice of shared planning, the formation of Advisory Councils which include representatives from all personnel of the school system. Membership in these councils implies an obligation to understand the topics under discussion and the ability to be articulate about them. The Institute was planned toward this objective—to aid school secretaries so that they might participate more actively in educational philosophy and to be able to express themselves more effectively through the spoken and written word.

The program started with a discussion of current issues in education. This was followed by a presentation of recent trends in educational administration in various areas. The recent trends and current issues are closely inter-related, one being the natural outgrowth of the other. These can be grouped into a few broad categories:

1. Emphasis on the individual and his needs—development of the whole child.
 - a. Adaptation of the curriculum to social living—relating the classroom to the world outside.
 - b. Extension of educational opportunities upward and downward—primary education and junior college becoming integral part of school systems.
 - c. Adult education and recreation programs.
 - d. School serving as community center—focal point for all activities.
2. Integration of subject matter—core curriculum.
 - a. Emphasis on knowing pupils better.
 - b. Development of cumulative records.
3. Testing Program.
 - a. More emphasis on aptitude tests and analysis for vocational and educational guidance.
 - b. Realization that testing should have an objective and the test should be toward that objective.
 - c. Realization that an understanding of human beings is something more than a test score.
4. Support of education requires a broader financial base.
 - a. Real estate can no longer bear the brunt of taxation.
 - b. Need for state and federal aid program.

Since an effective secretary needs the ability to be articulate as well as to understand educational trends, attention was given to effective speech and effective writing and ways of improving herself in these areas. Techniques of group discussion were also given consideration.

Emphasis was given to the part a school secretary could play in the improvement of the educational program through aiding in the installation of cumulative records, sending adequate information to schools and colleges with transcripts, making a conscious effort to have her voice clear and pleasant, using simple, effective language in writing. Stress was also given to the importance of cooperative effort on the part of all employees to have efficient functioning of the entire school system.

The success of the Institute will be measured by the degree to which those who attended respond to the opportunity to participate in shared planning in their own communities. Growth comes only when individuals realize their limitations and make conscious effort to correct deficiencies and improve procedures. The true value of the Institute will be reflected in improved daily procedures.

TALKING ABOUT EDUCATION

Institute for School Secretaries

Sponsored by

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and

Cleveland College, Western Reserve University

Thwing Hall Lounge, Third Floor, Thwing Hall

11111 Euclid Avenue, Cleveland 6, Ohio

July 6-9, 1948

TIME:

SUBJECT:

Tuesday, July 6, 1948

9:30-10:30

Registration

Miss Marjorie Schatzinger
Office of the Registrar
Cleveland College

10:30-11:00

Orientation

Miss Eleanor M. Dearden, President
National Association of School
Secretaries

11:00-11:30

The Program of the Institute

John P. Barden, Dean
School of General Studies
Cleveland College

2:00-3:00

Some Issues in Education Today

Clarence B. Allen
Professor of Education
Graduate School
Western Reserve University

3:00-4:30

Discussion

Wednesday, July 7, 1948

10:00-11:00

The Educator and His Secretary

H. L. Sammons, Executive Secretary
to
Superintendent of Schools
Cleveland Board of Education

11:00-11:30

Discussion

2:00-4:00

*Trends in Educational Administration
Secondary*

Clarence B. Allen
Professor of Education
Western Reserve University



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School of General Studies
Cleveland College

Thursday, July 8, 1948

10:00-11:00

Effective Speech

Clair Henderlinder
Professor of Speech
Cleveland College

11:00-11:30

Discussion and Practice

2:00-3:00

Effective Writing

Russell V. Smith
Professor of English
Cleveland College

3:00-4:00

Discussion and Practice

Friday, July 9, 1948

10:00-11:00

Techniques of Group Discussion

Warren A. Guthrie, Head
Department of Speech
Western Reserve University

11:00-11:30

Discussion and Practice

2:00-4:00

Summary of Institute

Miss Eleanor M. Dearden, President
The National Association of School
Secretaries

WORKSHOP FOR SCHOOL SECRETARIES

Purdue University, August 2-7, 1948

Reported by Eleanor M. Dearden

A workshop for school secretaries was held at Purdue University, August 2-7, 1948, under the leadership of Eleanor M. Dearden, Junior Past President of the National Association of School Secretaries.

Morning sessions were devoted to general sessions with lectures on current educational topics. Discussion groups followed making specific application of the topic to the areas in which the secretaries worked.

Afternoon sessions were devoted to seminar groups. The first hour was spent on Effective Writing or Effective Speech and the second hour in seminar groups according to specific interests.

The workshop was planned to be exploratory in nature—to develop an awareness of various areas and to stimulate intellectual curiosity to inquire and study further in areas related to particular work or interest.

Dr. Dodds, Acting Director of the Division of Education and Applied Psychology, gave the opening lecture presenting an overview of the total educational picture and the need for understanding how we fitted into the program. He emphasized that we should have an appreciation of the large enterprise with which we are connected, that it is constantly expanding and becoming more specialized, and that a more democratic administration of schools is apparent.

Mr. R. C. Becker, Superintendent of Schools in Evansville, Indiana, discussed the school secretary and her relation to school administration. He outlined what an administrator expects of a school secretary as a worker and as a person.

1. As a worker, administrator expects the school secretary
 - a. To have adequate technical skills—typing, shorthand, ability to spell, etc.
 - b. To have knowledge of office procedures
Neat office, good filing system
 - c. To maintain good public relations
Greeting persons well
Good telephone techniques
Ability to be a good listener
 - d. Efficient organizer
Plan work for slack period
Keep school calendar and check list of duties.
2. As a person, the administrator expects the school secretary
 - a. To be loyal and sincere
 - b. To be an active citizen in the community
 - c. To be alert to new trends in education.

Mr. Becker also outlined a few things which he thought a school secretary should expect of a school administrator:

1. Establishment of proper friendly atmosphere in the office
2. Adequate information on school policies given to the secretary
3. Delegate responsibility and have faith in her ability to perform her duties

Dr. Alexander outlined certain abilities which persons should have—goals of adjustment toward which all should strive. They were the ability to

1. Apply intelligence to effective solution of personal problems of living
2. Maintain a subjective sense of well-being
3. Gain a greater emotional perception of the world and the people living therein
4. Recognize and respect the ability and independence of others
5. Replace significant people in our relationships
6. Play

Dr. Fred Totten of Wabash College discussed the part the secretary could play in the guidance program, emphasizing that her greatest contribution was in the incidental guidance she could give, in knowing what and when and to whom to pass on information.

Miss Marion Darr of the staff at Purdue University discussed job evaluations for school secretaries, and the need for self-analysis as the first step in improvement.

In the discussion periods following these lectures, there developed an awareness of opportunities to do more effective work and an insight into additional techniques for handling problems common to all.

Specific aids to more effective daily work were offered in Speech by Professor Lawson and in Writing by Professor Gibbens. Professor Lawson outlined steps in conference techniques, speech, and parliamentary procedure, and made arrange-

ments with the Telephone Company for the showing of the film, *Telephone Courtesy*. Professor Gibbens gave helpful hints on the organization of material for reports, writing of bulletins, publicity, releases, punctuation, and the desirability of using simple language.

Two seminar groups were carried through the week—Techniques for Improving Efficiency and Public Relations.

Throughout the week constant reference was made by all participants to the importance of the secretary

1. Being a well-adjusted individual, happy and interested in her work
2. Knowing educational trends
3. Being constantly aware of her work as an interpreter of the schools—of realizing the point of view of the other person

The success or failure of any workshop is measured by the actions resulting from the knowledge and the insight gained.

Several concrete recommendations were made by the group for participants to inaugurate in their own communities:

1. Make a job evaluation
2. Develop handbooks
 - a. Procedures for secretaries
 - b. Procedures for teachers
3. Make out a school calendar
4. Aid in the development of cumulative records.

WORKSHOP FOR SCHOOL SECRETARIES in

SCHOOL AND ADMINISTRATIVE OFFICES

Monday through Saturday

August 2 to 7, 1948

South Hall

Women's Residence Halls

PURDUE UNIVERSITY

Lafayette, Indiana

Under the direction of

ELEANOR M. DEARDEN

Sponsored by

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and

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P R O G R A M

Monday, August 2

MORNING

9:00 Registration

10:00 General Session:

Address of Welcome

Dr. Frank C. Hockema, Executive Dean and Vice President,
Purdue University.

"Some Current Problems in Education"

Dr. B. L. Dodds, Acting Director, Division of Education and
Applied Psychology, Purdue University.

11:15 Introductions and Orientation:

Philosophy of the Workshop

Rea Lindenberg

Appointment of Workshop Committees on Balanced Living

Marion Darr

AFTERNOON

- 1:30 General Session:
"Group Discussion Techniques"
Eleanor M. Dearden
Organization of Seminar Groups:
Group 1—Effective Writing
Leader: Prof. V. E. Gibbens, Purdue University
Group 2—Effective Speech
Leader: Prof. R. C. Lawson, Purdue University
Group 3—Techniques for Improving Efficiency
Leaders: Marion Darr, Purdue University
assisted by Rea Lindenberg
Group 4—Public Relations
Leaders: Prof. Paul Alexander, Purdue University
assisted by Eleanor M. Dearden
- 2:30 Meeting of Seminar Groups
- 3:30 A Demonstration in Ceramics
Mrs. Allen T. Barr, West Lafayette

Tuesday, August 3

MORNING

- 9:00 General Session:
"The School Secretary and School Administration"
Supt. Ralph Becker, Evansville City Schools
- 10:00 Organization of Discussion Groups
Meeting of Discussion Groups

AFTERNOON

- 1:30 Conferences and work on Individual Problems
- 2:30 Meeting of Seminar Groups
- 3:30 Recreation

Wednesday, August 4

MORNING

- 9:00 General Session:
"Some Goals of Adjustment"
Paul Alexander, Purdue University
- 10:00 Meeting of Discussion Groups

AFTERNOON

- 1:30 Conferences and work on Individual Problems
- 2:30 Meeting of Seminar Groups

EVENING

- 6:00 Dinner Meeting:
"Readings from Riley"
Dr. George Davis, Purdue University
"A School Secretary in Honolulu"
Viola Volkens

Thursday, August 5

MORNING

- 9:00 General Session:
"Secretaries as Guidance Counselors"
Dr. Fred Totten, Wabash College
- 10:00 Meeting of Discussion Groups

AFTERNOON

- 1:30 Conferences and work on Individual Problems
- 2:30 Meeting of Seminar Groups
- 3:30 Recreation

Friday, August 6

MORNING

- 9:00 General Session:
"Evaluation of the School Secretary"
Marion Darr, Purdue University
10:00 Work Session on Summary for Discussion Groups
11:00 Report from Discussion Groups

AFTERNOON

- 1:30 Work Session of Seminar Groups
2:30 Reports from Seminar Groups

EVENING

Summer Prom at Memorial Union Building

Saturday, August 7

MORNING

- 9:00 Evaluation of Workshop Program by Participants
Introduced by Psycho-Drama
R. L. and E. M. D.
10:00 Summary of Program
11:45 Festive Luncheon

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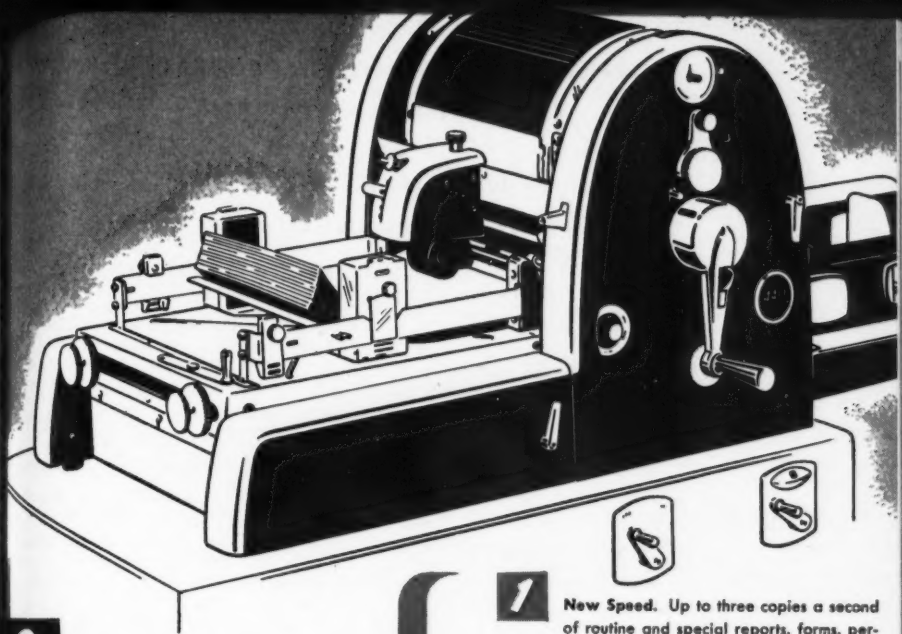
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WORKSHOP FOR SCHOOL SECRETARIES

KENT STATE UNIVERSITY

KENT, OHIO

July 18, 19, 20 and 21

Submitted by: Robert I. White, Dean, College of Education

The Fourth Annual Workshop for School Secretaries jointly sponsored by Kent State University and the School Secretaries Division of the Ohio Association of Public School Employees was held at Kent July 18 through 21, 1948. The program was planned by a Committee headed by Mrs Vivienne T. Sumpter, Secretary to the Business Manager, Cleveland Heights, working with Dean Robert White of the College of Education and Miss Elizabeth Lewis, Head of the Department of Secretarial Science at the University.

Two general themes were selected for the program:

1. Techniques;
2. General Information Needed by School Secretaries.

A general summary of the program can be secured by looking at the features of each day.

Sunday, July 18: A reception tea welcomed the participants at the dormitory where their rooms were located. Later in the evening there was a skit program including music, a humorous skit based on the life of a school secretary, and a movie showing the pitfalls which can snare a secretary.

Monday, July 19: Following introductory remarks by the President of the University and the President of the State Association, Mrs. Shandon Steuer of Toledo, Professor John Montgomery of the Speech Department led a discussion on the use of the voice by the secretary. The rest of the morning session was given over to a demonstration of mimeograph machines and their use. The afternoon session included a presentation of the place of psychology in the work of the school secretary by Professor Frederick Davidson. Following this, there was an exhibit of office equipment by a number of manufacturers. Monday night the entire group gathered for a dinner featuring an address by Mrs. Norma Wulff, President of the Cleveland Board of Education.

Tuesday, July 20: The morning session was composed of a presentation of the new letter form advocated by the National Office Managers' Association and a discussion of letter-writing techniques led by Miss Lewis. The afternoon had two main features: an eight person panel composed of both secretaries and school administrators led a round-table discussion on human relationships of the school secretaries which brought very lively comments and a talk by John Reed Spicer, Dean of the College of Liberal Arts, on ways in which secretaries can keep abreast of changes in grammar and language and what devices to use to find best usage.

Wednesday, July 21: Members of the workshop had previously been divided into smaller discussion groups of elementary school, secondary school, superintendent's office, or business office secretaries. The major portion of the Wednesday morning session was given over to reports by the chairmen of these groups and discussion by the entire group. Suggestions were also made regarding the 1949 Workshop. After this, Dean White led a discussion of major school problems at the present time. The workshop ended with a luncheon program.

General features of the program which helped make it successful would be headed by the fact that the program was planned with a committee from the participants and was built around the needs of the group.

The establishment of the small discussion and work groups made up of secretaries with similar problems proved to be helpful. In each case the group worked out a serious and significant statement of recommendations and problems proving of interest to the entire workshop. The members of the workshop also thought it was valuable that school administrators participated in portions of the program. It is recommended that workshops such as this endeavor to secure the exhibits of office equipment which the manufacturers apparently seem happy to supply and which are appreciated by the school secretaries.

Attention should also be called to the fact that these workshops at Kent have been operated in close cooperation with the state association. The University has hoped in this way to strengthen the association.

Future workshops may be expanded in length beyond the present three days to possibly a week. Such a program would call for an intensified use of the small work groups and the making of well-worked out reports. There is some discussion of the preparation of a school secretaries handbook as a project of the next workshop.

The school secretaries in attendance raised a number of problems to which the workshop gave attention. A number of these were minor, but there were at least four which seemed of importance to most of the group.

1. *Faculty.* In many instances the teachers do not have an understanding of the importance of the school secretary and of the problems under which she works.

2. *Lack of policy.* Too frequently, secretaries have to give answers to questions on which the administrator has not clearly established policy.

3. *Scheduling work.* Definite times need to be set aside for various duties, reports, etc., and co-workers should give adequate time to the school secretary to get work done.

4. *Salary.* There should be definite salary schedules for school secretaries.

NOTES ON WORKSHOP FOR SCHOOL SECRETARIES

Kent State University, Kent, Ohio

July 18, 19, 20 and 21

Cleveland Heights, Cleveland, Toledo, Dayton, Painesville, Youngstown, Akron, Salem, and County Schools were some of the districts represented by thirty-five secretaries in their Business Departments, Superintendents' Offices, High School, Junior High and Elementary School Offices. (New Jersey sent two representatives as they are interested in forming a workshop of their own.)

Discussion of a Handbook for all secretaries in the state of Ohio. It was decided that this should be done in individual systems as the duties are so varied. It would be well for each school system to have regular meetings during the year to make up a handbook and exchange ideas—the first meeting would be a report on this workshop for the benefit of those who did not attend. These handbooks could be displayed at next year's workshop.

Suggestion of a training school in each system for new secretaries. Perhaps a training supervisor could be used. This would benefit the new girl as well as those who are to work with her in the office. She would have a general knowledge of school procedure, forms and reports.

Panel Discussion led by Dr. Dwight Arnold. Composed of Superintendents, Principals and Secretaries.

"Human Relationships of the School Secretary."

QUESTIONS FROM THE ADMINISTRATORS:

1. What should the executive do who feels that he does not have enough confidence in his secretary?

After much discussion it was decided that this is not true in most cases, but is probably his particular case. The first requisite for any secretary is the ability to keep all confidential information to herself.

2. What should the policy be on correcting a secretary? Should it be done immediately or do they need a meeting once a week between executive and secretaries?

The secretaries were unanimous in that the correction should be given at once. Some felt that a weekly or biweekly meeting is a good idea and may be held for the benefit of all.

3. How much authority has a secretary to give information on school policy without going over into administration?

The discussion brought out that a secretary should be well-versed in educational trends and know what is going on besides her own work. A capable secretary should know how much of a gap she may bridge on the administrative side to talk school policy and satisfy patrons—thus relieving her employer of many tedious conversations.



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QUESTIONS FROM THE SECRETARIES:

1. When teachers persist in asking pertinent information from the school secretary which concerns administration, what is the best way of convincing them that it is not her place to give it?

It was suggested that a notice be posted on the teachers' bulletin board that this information is not ready to be announced and when the time arrives it will come from an official source. Or the executive should announce this. At this time an explanation was offered in answer to Number 1 of the administrators' questions above. Sometimes a secretary is blamed for divulging confidential information when she was not the one at all. It may have come from some other source after a Board meeting. Many times teachers come to the secretaries with confidential information which the secretaries have known and the secretaries are surprised to learn that it is publicized without official approval.

2. How much notice should be given for special jobs? Some secretaries complained that they are given last-minute notice for something to be done which could have been given them a week or two previously. This means they must drop everything and take care of this rush order.
3. How can we bridge the gap between teacher-secretary relations? For the most part, there is good feeling, but some teachers feel that a secretary is of no importance at all.

The above Panel Discussion could have been better organized. They did not prepare their questions beforehand, consequently there was a series of rambling complaints.

Group Discussions—Division of secretaries into their own office groups.

Various problems arose which were disclosed. Some received better methods of doing their work.

Salary schedules compared.

Some systems do not have a schedule. Those who have one will send a copy to those who do not.

Hiring of secretaries.

If it is possible to avoid doing so, it is not well to hire a high school graduate in the same school immediately or soon after graduation as this causes a lack of respect between the teachers and the secretary.

Congregating of teachers in office.

This disturbs the secretaries in their work.

Display of office forms.

Some very interesting results came out of this as many secretaries in smaller systems had never seen the forms.

Comparison and exchange of ideas on office routine.

Transcripts, free book record, register, attendance, reports, grades on cards.

Authority of head secretary in high school, superintendent, or business office.

How much does she have? Should she have a say in the hiring of a new secretary in her office? Should there be a closer relationship between her and the administrators? Should she give more supervision to the new secretaries? (This is where the training supervisor would enter the picture.)

SHORTCUTS AND PROCEDURES

Typing cards, labels—quicker methods in work.

Addressing envelopes, and folding letters with a ruler.

Stencils and use of new mimeograph machine.

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Any secretary interested had a voice test and criticism. Instruction as to correct tempo, pitch level, and pattern. How do you know your voice is adequate?

You will get favorable reactions and sympathy. You should be able to convince, on the telephone, that you mean "No," but your voice is still with a smile.

DISPLAY OF OFFICE MACHINES

About sixteen representatives of various companies displayed their office machines, such as adding machines, typewriters, mimeographs, letter machines for postage and sealing. These were examined by the Superintendents, Principals, Business Managers, as well as the secretaries.

During the mimeograph demonstration, it was brought out that the stencil stock not be ordered more than a 30-day order.

PSYCHOLOGY

To work effectively with co-workers.

Be careful of snap judgment when dealing with people—put your best foot forward.

OVER-ALL PICTURE IN EDUCATIONAL MANAGEMENT AND TRENDS

At our banquet on Monday evening, Mrs. Norma Wulff, President of the Cleveland Board of Education, gave us a general picture of her life as a participant in so many school and city-making policies. She made the statement that "The employer should let the secretary in on everything that is going on."

Dean Robert I. White took us on the educational side.

In 1955 the elementary enrollment will be practically double. This is not permanent but is due to war conditions. We will need eight times as many elementary teachers as they are producing in the next ten years.

NEXT YEAR'S PLAN

Workshop to be for one week. The University will grant each secretary one and one-third semester hours of credit for this. We all felt this was one step toward certification.



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LOS ANGELES WORKSHOP FOR SCHOOL CLERKS AND SECRETARIES

Reported by Bettye R. Wells

Since everyone knows that Californians think whatever they have or do is "super" we will be quite immodest and say that our Los Angeles Workshop was a wonderful success. The Secretarial Association was happy to share this experience with employees of other school districts; we are proud that visitors came from New Jersey, Massachusetts, Missouri, and Illinois. Among our neighbors, there were seven Arizona girls, and representatives from other California districts from Brawley to Berkeley. The total registration was more than two hundred, with about fifty from outside Los Angeles.

Sessions were held at the Central Administrative Building of the Board of Education, overlooking the civic center, the week of August 2-6. General sessions opened each day. For group meetings, the enrollment was divided into four sections, each of which attended five periods of 45 minutes each. Much exceptionally fine material was presented by the speakers at both the general and the group meetings. It is hoped that resumés of some of the talks will be ready for publication in the next issue. Topics for the general sessions were "Know Yourself," "Know Others," "Know Your Mother Tongue," "Work Flow and Job Analysis," and "Office Efficiency." Group meetings heard such topics as "Word Meaning and Usage," "Grammar Review," "Records and Files," "Business Machines," "Attractive Bulletin Boards," "Supervisory Techniques," and similar subjects.

The Hollywood-Roosevelt Hotel was official headquarters, with a number of out-of-town girls staying there. Local girls who occupied the headquarters suite welcomed this chance of becoming acquainted with our visitors. Many of the local girls, as well as visitors, took advantage of the opportunity to attend radio broadcasts, the Greek Theater, Hollywood Bowl, and to visit the Planetarium, Huntington Library, and the famous art works at Forest Lawn.

Social events arranged for the week included an informal picnic supper at Ferndell, a unique setting below Planetarium Point in Griffith Park, following a sight-seeing tour that included a brief stop at Olvera Street. Reports are that the bus driver added considerably to the merriment of this trip. Following guided tours of the three administrative buildings on Tuesday afternoon, the Administrative Classified Service Association was in charge of a delightful tea in the central building cafeteria. A Chinese dinner at the Limehouse was a treat on Thursday evening, and on Friday afternoon we all wished for more money when we saw the new fall fashions presented at Bullock's Tea Room.

The real highlight of the social events was the banquet on Wednesday. The charming Redwood Room of the Roosevelt Hotel was a perfect setting for our California Night. Decorations, in addition to the life-size redwood trunks painted on panels of the room and reflected in many mirrors, included covered wagons, California bears, and gold nuggets, with a beautiful centerpiece of California Roses. Mrs. C. W. Young told the "lovely ladies of today about the lovely ladies of long ago." She was a fascinating speaker and completely captivated her audience with stories of the Arguellos, Arvillas, Bandinis, Picos, and other early California families. Preceding Mrs. Young's talk, Spanish songs were presented by Mr. Frank Wells, Principal of State Street Schools, and our National President, Edna Atkinson, gave a brief report on the Cleveland meeting, telling of accomplishments and plans of the National Association.

One of the most satisfactory points of the entire week was the splendid co-operation everyone displayed. Members of the Secretarial Association were unceasing in their attention to details, and both administrators and staff members of the administrative offices were most cordial and gracious. We all feel that much was gained in inspiration, in practical knowledge, and in fellowship by this week spent in considering our mutual problems, and we are looking forward to attending the Workshop in Salt Lake City next year.

WORKSHOP for SCHOOL CLERKS AND SECRETARIES August 2 to 6, 1948 LOS ANGELES CITY BOARD OF EDUCATION

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Mary Ball, President, 1948-49
Bettye R. Wells, Workshop General Chairman

WORKSHOP COMMITTEES of the SECRETARIAL ASSOCIATION

STEERING COMMITTEE

Emma Allen, North Hollywood High School	Information
Mary Ball, South Gate Junior High School	
Mary Beutel, Manual Arts High School	Housing
Helen Bingham, San Gabriel School	
Pauline Booker, 97th Street School	
Zora Clark, Senior High Education Division	
Evelyn Corbett, Fremont High School	Banquet Decorations
Hazel Donald, West District Office	
Adele Drew, Utah Street School	
Marjorie Forthman, Hancock Park School	
Annie Greenberg, Personnel Division	
Nell Howard, Woodrow Wilson High School	Transportation
Dorothy Knoblock, Breed Street School	Social
Belle S. Kuehny, Woodrow Wilson High School	
Dora Lord, Personnel Commission	
Margaret Oehler, Wilshire Crest School	Registrations
Ruth Reid, State Street School	
Helen Sprague, Business Division	
Nancy Trever, Abraham Lincoln High School	
Bettye R. Wells, Auxiliary Services Division	General Chairman
Helen Wilson, Figueroa Street School	
Edith Wright, Vocational & Practical Arts	Reporting

GROUP CHAIRMEN

Group A	Nancy Trever, Lincoln High School
Group B	Helen Bingham, San Gabriel School
	Marjorie Forthman, Hancock Park School
Group C	Ruth Spencer, South Gate High School
Group D	Florence Williams, East Los Angeles Girls' Vocational High School

Cooperating Committees from the Administrative Classified Service Association Mrs. Faye Bloomquist, President

Building Tours	Beatrice Nelson, Personnel Division;
Helen Sprague, Business Division;	Tony Strauss, Shipping Service
Administrative Building Tea	Ruby Herron, Personnel Division

REGISTRATION FOR WORKSHOP

From Los Angeles:

Elementary Schools	82
Secondary Schools	58
Evening Schools and Junior Colleges	8
Administrative Offices	30
*From Other School Districts	43

Total 221

*Other California Cities

Alhambra	2	El Segundo	1
Azusa	1	El Monte	1
Berkeley	1	Norwalk	1
Brawley	2	Pasadena	3
Burbank	5	Puente	2
Coalinga	2	Rosemead	2
Compton	2	Temple City	2
Culver City	5		

*Other States

Arizona	5
Illinois	2
Massachusetts	1
Missouri	1
New Jersey	2

GENERAL SESSIONS

Auditorium

MONDAY, AUGUST 2, 8:45-9:45 a.m.

"KNOW OTHERS"

Chairman:	Bettye R. Wells, General Workshop Chairman
Greetings:	Vierling Kersey, Superintendent of Schools
Speaker:	Miss Zadah Guerin, Adult Education Division

TUESDAY, AUGUST 3, 8:45-9:45 a.m.

"KNOW YOURSELF"

Chairman:	Evelyn M. Corbett, Junior Past President
Speaker:	Dr. Gilbert Brighthouse, Occidental College

WEDNESDAY, AUGUST 4, 8:45-9:45 a.m.

"KNOW YOUR MOTHER TONGUE"

Chairman:	Mary Ball, President
Speaker:	Dr. Charles F. Lindsley, Occidental College

THURSDAY, AUGUST 5, 8:45-9:45 a.m.

"WORK FLOW & JOB ANALYSIS"

Chairman:	Evelyn M. Corbett, Junior Past President
Speaker:	Clifford M. Davis, Supervisor Student Body Services Branch

FRIDAY, AUGUST 6, 8:45-9:45 a.m.

"OFFICE EFFICIENCY"

Chairman:	Mary Ball, President
Speaker:	Dr. Earl G. Blackstone, University of Southern California

FRIDAY, AUGUST 6, 1:10-2:10 p.m.

"YOU—THE MOST IMPORTANT PERSON IN THE WORLD"

Chairman:	Bettye R. Wells, General Workshop Chairman
Speaker:	Caroline Leonetti, President, Caroline Leonetti, Ltd.

GROUP MEETINGS

(Speakers and leaders are from the Los Angeles City Schools unless otherwise noted.)

MONDAY, August 2

Administration of Minnesota Multiphasic Personality Inventory

Mrs. Isabel Handley, Psychological Examiner, Advisement Service
"Tensions"

Dr. Harriet B. Randall, Health Services Branch

Dr. Lorentz I. Hansen, Adult Education Division

Word Meaning and Usage

Mrs. Gertrud M. Addison, Vice-Principal, Hamilton High School

Grammar Review

Mrs. Alice Carey Thompson, Alhambra City Schools

Records and Files

Frederick G. Fox, Business Department, Los Angeles City College

TUESDAY, August 3

Supervisory Techniques I & II (double period)

Clifford M. Davis, Supervisor, Student Body Services Branch

Dr. Herbert F. Popenoe, Supervisor, Administrative Services Branch

Effective Speech I.

Miss Grace R. Barnes, Teacher, University High School

Effective Speech II.

Presented by employees of the Pacific Telephone & Telegraph Company
Conducted tours of the Administrative Office, Business Division and Curriculum
Division Buildings. Those who signed up for the tours will meet in the Audi-
torium at 1 p.m.

WEDNESDAY, August 4

Effective Speech I.

Miss Grace R. Barnes, Teacher, University High School

Effective Speech II.

Presented by employees of the Pacific Telephone & Telegraph Company

Effective Letters and Reports

John N. Given, Supervisor, Business Education Section

Business Machines

Harold C. Howard, Metropolitan School of Business

Mimeographing Demonstration

Miss Kay Fitzgerald, A. B. Dick Company

THURSDAY, August 5

General Office Methods

Ralph A. Masteller, Coordinator of Teacher-Training, UCLA University
High School

Purchasing & Distribution Procedures

Douglas Boone, Assistant Purchasing Agent, Business Division

Miss Helen Sprague, Buyer, Business Division

Registrar's Office Responsibilities

Miss Doris H. Miller, Registrar, Fremont High School

Counselor's Office Requirements

Mrs. Rosalie Waltz, Supervisor, Junior High Education Division

Mrs. Mary M. Engberg, Fairfax High School

Attractive Bulletin Boards

Miss Ida May Anderson, Supervisor, Art Education Section

FRIDAY, August 6

Films: (Shown in the Auditorium)

Coronet Color Productions of

"The Secretary Takes Dictation"

"The Secretary Transcribes"

"The Secretary's Day"

Distribution of Personality Inventory Profiles and Explanation

David H. Dingilian, Head Supervisor, Advisement Service



Rea Lindenberg

Have you ever tried to write an article when the thermometer registers 102° in the shade? The ideas keep floating away and even a stern talk with one's self doesn't help much! However, despite the heat I must admit it is a challenge, and furthermore, I really enjoy compiling this article for you.

We have all gained a great deal from the contributions made to this column, so I hope you will find time to send in other good ideas. I think, in looking forward to summer vacations, we have put our Efficiency Exchange in the background, because not a single contribution was sent in for this issue! However, I am not discouraged and expect to hear from many of you, what with attendance at our National Convention and Institute in Cleveland, and visits to the several Workshops held in various parts of the country.

Because I know that the National Secretary will be giving you reports on these activities, I shall not discuss how much I benefited by attending the Cleveland Convention and the four-day Institute at Western Reserve University there. Suffice it to say that I would not have missed the opportunity because I gained immeasurably from the experience.

I have been looking through a little booklet entitled "I Didn't Know," by Lee Benham Blanchard, copyrighted in 1943 by Gregg Publishing Company. It is comprised of a series of paragraphs, each beginning with the phrase, "I Didn't Know," and gives important facts that Mr. Blanchard learned while on the job. It reads very easily and certainly points one up from the standpoint of efficiency.

The American Telephone and Telegraph Company in conjunction with the Bell System have planned a series of pamphlets for their employees to promote tiptop efficiency. They consider this situation from almost every angle, not merely the voice alone. For instance, one booklet is headed, *How Do You Carry Yourself?* It discusses posture, carriage, diet, and that very important subject—clothes!

Then there is one called *In Pursuit of Personality*, which starts off with this paragraph: "The desire for an attractive personality is something that every daughter of Eve has—and rightly so. The search for that personality needn't be life-long, for it's to be found right close by—within one's self. You make your own personality. Or mar it."

The booklet entitled *Face to Face* talks about appearance and is very well planned. *Check and Double Check* gives helps on care of the system; *The Victim* has excellent suggestions about a well-rounded existence.

I also have two little books issued by the Indiana Bell Telephone Company. Their titles are *How to Make Friends* and *The Voice with a Smile*. These are devoted to voice and clear speech.

Other state telephone systems print similar pamphlets, so if you are interested in securing them I am sure you will have no difficulty.

May I leave you with this thought? No matter how simple a shortcut you use as a time saver, it will be of value to someone else. So, please do not hesitate to send it along to me in time to have it have it printed in the February issue of the NATIONAL SECRETARY.

LISTENING-IN

A new "LISTENING-IN" Editor! You know, writing this column doesn't bother me, it is the thought of seeing it in print later that has me frightened. THIS column has always been one of my FIRSTS on receiving my copy of the NATIONAL SECRETARY. I've read it and thought "how do they find time for all they are doing professionally?" I've the something new that is added to that makes this column.



Rita Putnam

I know it won't be lack of news that will keep me from hearing from all of you; I rather think it will be lack of time that your already overcrowded day just won't provide.

But pleez—keep all your wonderful items coming my way, and who knows, I'll still READ this column in spite of being its editor.

I've burned the midnight oil reading through copies of the various issues of news that you sent. Some of the names I recognize through my own contacts with you and others I've met reading the "LISTENING-IN" column. But before taking up your many news items, I'm going to hold "open house"—a chance to say MARY BRAZIS of Naugatuck Public Schools, Naugatuck, Connecticut, meet MILDRED BRISTOL of the Board of Education, Southington, Connecticut. I know you can't meet and have a coke, but you can get together and pass on to me some Connecticut news.

Delaware—I suppose Georgetown and Wilmington are miles apart, but via Uncle Sam's means of communication it is but three cents away. And so, NELLIE BARR of Georgetown won't you meet EUNICE BOUNDS and ALBERTA DEMAREE of Wilmington and exchange news?

I know SARA COHEN and MARTHA CORMACK of Baltimore, Maryland, know each other—please—some news from Maryland.

MARION DURANYK, I whisked in and out of Detroit in such a fashion this summer that I didn't have a chance to call you or any of the Detroit girls. I did see some of them in Cleveland, but forgot I intended practically to beat them until they promised to send me news of Michigan for the column. Appointing you a committee of one to call CATHERINE DALY and SOLACE STROUSE of Detroit, and writing to MARY McELROY, Board of Education, Grosse Point, Michigan, and IRENE PERKINS, Ferris School, Highland Park, Michigan, looks like a full-time job. But from what I hear, Michigan is doing and has been doing and is going to do many things that the "LISTENING-IN" editor would like to hear about to pass on to everyone.

LENA ADA COURSIN of Bonne Terre and ELSIE ROTH of Clayton, do you know of GEORGIA DAVIS of Hannibal, Missouri? She's a grand person to know and exchange news with. Won't the three of you help fill this column next issue?

MAE ROSENBERG, Bayonne, New Jersey, do you suppose anyone held forth in the Governor's Mansion at Purdue this summer during the Workshop? Hum, would like to know—incidentally, do you know NELLIE HAZEN of Glen Rock, New Jersey? No-o-o-o, well let us hear from both of you in the way of some JERSEY news for the next issue.

Out Wisconsin way, CATHERINE HART of Edgerton Public Schools and LAURA WYTSIL of the School of Vocational and Adult Education at Racine, "howzabout" some news!

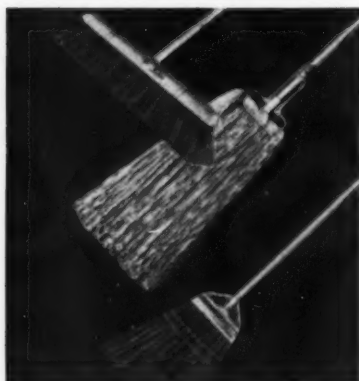
I could go on for forty-eight states and so I shall until I hear from all of you. How do you get rid of me—just send some "news bits" to EAST HIGH SCHOOL, Denver 6, Colorado. In the meantime, let's start with:

GIRLS:

When the boss has a moment to spare please tell him that the demand for Denoyer-Geppert Maps, Globes, Charts, Models, Atlases and Pictures exceeds anything we have ever experienced. It is coming from Schools and Colleges in the 48 States and from more than 40 Foreign Countries, etc. He may have some Map and Globe requisitions that need to be acted on.

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ARKANSAS

PROGRAM

ARKANSAS ASSOCIATION OF SCHOOL SECRETARIES

November 11-12, 1948

Thursday, November 11

- 1:00 P.M. Registration, Robinson Memorial Auditorium
(Followed by Inspection of Exhibits)
- 4:00 P.M. Tea, Hotel Marion — Suite No.
- 7:30 P.M. General Session
Robinson Memorial Auditorium

Friday, November 12

- 7:30 A.M. Breakfast, Franke's Cafeteria
(Executive Committee and Other Interested Members)
- 9:00 A.M. Business Session, Hotel Marion
- 12:30 P.M. Dinner, Hotel Marion
(Superintendents' Presence Requested)
Vocal Numbers, Members of the North Little Rock High School Glee Club
Speaker, Mr. Ralph Jones, State Commissioner of Education, "Outlook for School Secretaries"
- 2:00 P.M. Reports on State and National Institute Activities
Little Rock Workshop—
Mrs. George Briant
Purdue University—
Mrs. Irene Hart
Mrs. Zoe Williams
Mrs. Dorothy McAllister
- 7:30 P.M. General Session, Robinson Memorial Auditorium

Saturday, November 13

- 8:00 A.M. City Tours will be arranged for any groups interested
Suggestions:
McArthur Park and Art Exhibit
Territorial Restoration
Sight-seeing over city and suburbs with stops at State Capital and War Memorial Buildings
Corrine Messenger, President



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COLORADO

The Clerks and Secretaries Association of the Denver Public Schools held their annual Spring Luncheon at the Wilshire Country Club last May. Officers for the coming year were elected: Betty McComas, President; Imogene Croley, Vice President; Marcia Andrew, Secretary; Madeline Sellinghausen, Treasurer.

Recognition has been given the Clerks and Secretaries on the School Employees Council. Nine members have been elected to serve a one, two, or three year term. Of these, the Council elected one to serve on the Salary Committee and one on the Executive Board Committee.

The Denver Association is taking an active part in the coming Twenty-One Million Dollar Bond Election which will be held in October.

IOWA

The Iowa school secretaries are very much in the news. Their officers: Agnes Hansen, President; Prudence Nicholas, Vice President; Emmabelle Morse, Treasurer; Ruth Bargmann, Secretary, are winding up a busy year. From the Executive Committee meeting at Des Moines comes the following news: "The executive committee met to make plans for our State meeting to be held in the fall and

to discuss other Association business. Before this meeting questionnaires had been sent out to all members asking for suggestions as to time and place of our State meeting, type of program preferred, etc. The response was very good, and many helpful suggestions were given by members.

"In addition to planning the State convention, we decided to make a survey of salaries paid to Iowa secretaries, to recommend to the Association that we raise our State dues from one dollar to two, to investigate possibilities of affiliation with the Iowa Education Association, to publish a news sheet to be sent to members.

"We have about 60 members in the State Association at the present time, and hope to double this membership next year. We would be glad to have any suggestions of methods that have been followed in other state associations to build up membership.

"We also decided at our meeting that we should like to have a display of news sheets, bulletins, etc., from state associations or city groups of secretaries." (Editor's note: Visiting, sight-seeing, shopping, and eating made this week-end verriy complete.)

An orchid to Prudence Nicholas, who had an article on "Publicity Is Fun, but It Is Work, Too!" in *The Missouri School Secretary*, an informational bulletin type of magazine issued by Georgia A. Davis of Hannibal, Missouri, and to Agnes Hansen, who had an article in the March number of *The American School Board Journal*. The article tells about the unusual attendance record of the Board of Education at Cedar Falls, Iowa.

ILLINOIS

The Illinois Association of School Secretaries will hold its Fall Conference in Chicago, November 26 and 27. As we go to press, Geraldine Hegert, Publicity Chairman, writes, "the place has not been announced, but Fall Conference Chairman Marie Beatty and her committee are busy working on details of the program." Sounds like a lot of work ahead for Marie and her committee.

INDIANA

The Executive Committee plans a very worthwhile program for the annual meeting in Indianapolis on Thursday, October 21. They have secured the Travertine Room at the Hotel Lincoln for their meeting. As we all know, Purdue held a Workshop this year. A wonderful ac-

count of it can be found in this issue. Alma Cripe of Beech Grove asking for membership dues. Alma, we hope the \$\$'s roll in!

Membership dues—how is it done in Indiana? "This year the state was divided into six sections and each girl on the Membership Committee was asked to be representative for her section. We hope in this way to get a more complete list of school secretaries in Indiana and be able to contact more prospective members."

ANNUAL MEETING

**Indiana Association of School Secretaries
Indianapolis, Thursday, October 21, 1948**

9:30 a.m.

Business Meeting

"The School Secretary and Educational Policy" — Mrs. Martha S. Luck, University College, Northwestern University, Chicago, Illinois.

Discussion Groups.

12:00 noon

Luncheon

Remarks — Ralph Becker, Superintendent of Schools, Evansville, Indiana.
"Behind the Lines" — Mrs. Florence Webster Long, Woman's Editor, The Indianapolis News, Indianapolis, Indiana.

**Fall Conference: Illinois Association of
School Secretaries**

November 26 and 27, Chicago, Illinois

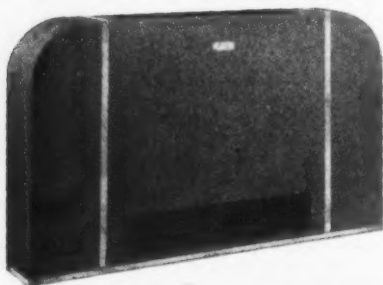
MASSACHUSETTS

"The annual meeting of the Massachusetts Association of School Secretaries was held at the Hotel Continental in Cambridge on Saturday, May 8th. Officers elected for the coming year are: Mim Dallas, Beverly, President; Phoebe Bell, Newton, Vice President; Ellen Summerville, Gloucester, Recording Secretary; Alberta Donahue, Falmouth, Corresponding Secretary; Beatrice Myer, Gloucester, Treasurer."

MISSOURI

Eighteen Missouri school secretaries enjoyed a week-end at Bunker Hill Ranch Resort, the Recreational and Educational Center of the Missouri State Teachers Association in the Ozarks.

Ruth Thompson, President; Mary Louise Keirnan, Treasurer of the Missouri Association of School Secretaries; Marion Decker, and Betty Segeleke



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started from Kansas City, Friday, May 14, 1948. Lena Ada Coursin from Bonne Terre and Ann Elizabeth Carrow from Farmington arrived for lunch on Saturday. Ella Mae Flippen and Jennie Belle Mason, Jefferson City, included in their car Thelma Craigmyle from Shelby. Saturday afternoon Janet Thursby from Kirkwood; Ruth Ridgway, Webster Groves; Elsie Roth, Clayton, and from St. Louis, Alice Schoeller, Mary Blazicek, Charlotte Leu, Romama Weidle, Anita Sulze, and Irene Steinman joined the group.

The St. Louis County School Secretaries ended their 1947-48 school year at St. Albans with luncheon on Saturday, June 26, 1948. As many as could came early for a swim in the morning. Rain ended the gathering earlier than planned.

Officers for the coming year were announced. Elsie S. Roth, Clayton, was elected President; Velma Pollard of Maplewood, Vice President; June Roberts, Normandy, Treasurer, and Helen Wyatt, University City, Secretary.

Newly elected officers of the St. Louis County Association of School Secretaries, Ruth Ridgway, past Vice President; Jean Fritsche and Lillian Elgasser, past pres-

idents, met at the home of Elsie Roth in July to talk over plans of the St. Louis County school secretaries for the coming year.

As a result of the St. Louis convention, the 1948 Milwaukee meeting of the National Association of School Secretaries, and the Northwestern Workshop, an informal reunion of Elsie S. Roth from Missouri, Betty Zimmerman and Sylvia Brooks of Wisconsin was enjoyed the second week in August.

Elsie was the house guest of Sylvia. Betty provided transportation to and from the Milwaukee Centennial, followed by a jam session at Betty's house which ended the day and started another one.

For real friendships one should attend conventions and workshops of the National Association of School Secretaries!

WISCONSIN

The Milwaukee school secretaries are in good hands for the year 1948-49 with such officers as: Ruth Leslie, President; Emma Martz, Vice President; Lillie Reilly, Secretary; Fern Bock, Treasurer; Angeline Wargolet, Sergeant-at-Arms. A most successful year to all of you!

To All School Secretaries

We send our cordial greetings
And hope of future meetings

to you who have been so helpful to us in many ways, large and small, and so unfailingly cheerful and courteous. We, the representatives of Ginn and Company, take this opportunity to express our appreciation and to wish you a very good year.

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DALLAS 1

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TORONTO 5

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COMMITTEE NOTES

and miscellany

PUBLIC RELATIONS

Good Public Relations is the mainstay of any organization! In an Association such as ours where the membership is widespread, meetings all too infrequent, and personal contacts sometimes few and far between, we must avail ourselves of every instance to further good will, sponsor good fellowship, promote active interest and growth, and increase membership. It is desirable that at every meeting or function of each state, city, or county meeting, attention be called to the National Association of School Secretaries and the benefits to be derived through working together to develop our own interests and through recognizing the progress made by others. Your Public Relations Committee would welcome data on the way in which each of you tell others of the National Association of School Secretaries and the way in which you have the National Association of School Secretaries brought to your attention. An exchange of ideas along this line may bring new thoughts on the manner in which the work of individuals concerned with public relations might be inspired anew.

Some time ago the following was called to my attention and I pass it on to you with the thought that it might be applied to Public Relations as well:

"The basis of membership is—Classification

The joy of membership is—Fellowship

The obligation of membership is—Service

The life of membership is—Attendance

The privilege of membership is—Yours."

MEMBERSHIP

Miss Ruth Thompson of Gibbon, Nebraska, has so aptly expressed a thought relative to professional organization that it is quoted here for you: "Just as a triangle is used to give strength in construction work, so we have a triangle of educational associations—local as the base, state and national as the arms. The strength of any triangle depends on the strength of each side. Thus if one association is weak, the entire triangle weakens, to the detriment of our entire educational structure. Through united action, strength is given to a program, which is the purpose of every triangle."

Where can we find a better working basis for national membership in our own organization? This year we want each member of NASS to make it a special point to promote organization wherever the opportunity presents itself, or wherever the opportunity may be made.

Strength will be added to our National Association as new organizations are created or as existing groups are made to feel that they are a part of an educational triangle. The more people working for a purpose, the greater the interest in that purpose. We want to make it possible for every eligible secretary to enjoy the advantages of membership in their own professional organizations. Remember that this is the 13th year of our organization and that each one of us can play a part in making it our BEST YEAR YET! Let's each member put forth every effort to promote membership—to promote organization and to promote the professional welfare of every school secretary in the country.

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COMMITTEE ON AFFILIATIONS AND ADVISORY COUNCIL

With the beginning of a new year, we are again calling attention of state and city groups to the advantages of becoming affiliated with the National Association. Listed below are a few highlight questions which are often asked regarding affiliation. A copy of the complete and detailed plan of affiliation will be sent to any association requesting same.

Of what does affiliation consist?

Alignment of city and state groups with the National Association, which in turn strengthens the standing of the affiliated groups and enables them to have a direct voice in establishing policies and procedures of their national organization.

How may affiliation be accomplished?

By payment by city or state associations of an annual fee of \$5.00 (Payable in October of each year). This money is set aside and used for studies of professional problems and for special research, thus enabling secretaries to receive an over-all picture of the work of school secretaries throughout the country.

What are the benefits of affiliation?

1. Representation on the Advisory Council of the National Association. The Advisory Council is set up to help the

executive board formulate general policies of the Association. The ideas and views of Advisory Council members are expressed in discussions of the Council which are held at the mid-winter and summer conventions, or by mail when an emergency discussion arises, and recommendations are presented to the executive board for action.

2. To aid in the selection of officers of the National Association. Two members of the Advisory Council are chosen by the Council to serve on the committee on elections along with two members of the executive board and one member at large.

3. One member of each committee appointed by the president or by the Association shall be chosen from members of the Advisory Council.

How is the Advisory Council selected?

1. Each affiliated city or state association shall be entitled to one member on the Advisory Council for each twenty (20) National members, who are also members of the state or city association. These members to be selected by the city or state association. In states where both city and state organizations exist, no person may be counted more than once. That is, the city and state associations

may not both count the same person to determine the number of members. It is a good policy to check with your State Membership Chairman of the National Association (names listed on page — of this issue of the NATIONAL SECRETARY) in order to determine an accurate count of your membership.

2. State or city groups having less than twenty National members may apply for affiliation with representation on the Advisory Council by approval of the executive board of the National Association.

3. Any state or city that has twenty or more National members but does not have a state or city association shall be entitled to one member on the Advisory Council to represent the state or city, said member to be elected by the Advisory Council upon recommendation of the executive board.

4. The length of the term of membership on the Advisory Council shall be for two years, with one-half elected each year so there will not be a complete turnover of the Advisory Council at any time. When an association affiliates with the National Association for the first time, one-half of the representatives shall be selected for one year and one-half for

two years. An alternate may represent a regular member at meetings of the Advisory Council, provided she is chosen by vote of the executive committee of her organization and her name is forwarded to the vice president in charge of affiliation fifteen days prior to the meeting at which she is to represent her association.

5. The President of the National Association shall be a member ex-officio of the Advisory Council by virtue of her office.

Several state and city organizations are now affiliated with the National Association. We hope that they will renew their affiliation for the current year and that many others will join them.

The National is *your* organization, dedicated to *your* service, so become an affiliated organization, take an active part in the administration of the National, and through this affiliation bring about a unity of purpose and togetherness of ideas which will make us a strong and united organization working for the benefits and professional advancement of all school secretaries.

For your convenience, we have prepared a form which may be used for affiliation. Please fill out this form and mail it to Catherine Daly, Board of Education, 1354 Broadway, Detroit 26, Michigan.

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NATIONAL ASSOCIATION OF SCHOOL SECRETARIES

A Department of the National Education Association
Fiscal Year August 1, 1947 - July 31, 1948

August 1, 1947, Balance.....\$1,228.83

RECEIPTS:

Membership dues	\$2,412.00
National Secretary	1,008.34
Affiliation	95.00
Miscellaneous	6.00

Total Receipts 3,521.40

\$4,750.23

EXPENDITURES:

Postage

President	\$ 7.25
Secretary	1.38
Membership	124.84
Other	12.55

\$ 146.02

Stationery, telep., teleg., etc.:

President	\$ 8.25
Secretary	10.10
Membership	109.35
Other	8.84

136.54

Travel—President	\$ 27.12
Convention, Exec. Bd. Meeting	1,220.33

1,247.45

National Secretary	1,779.30
Miscellaneous	175.64

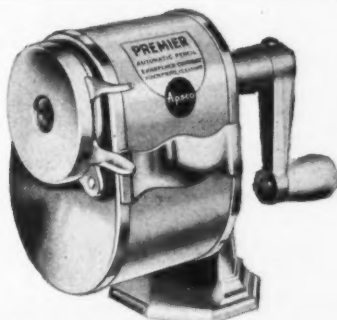
Total Expenditures 3,484.95

Balance—July 31, 1948.....\$1,265.28



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APPLICATION FOR AFFILIATION

(Make checks payable to the National Association of School Secretaries)

The _____ Association of School Secretaries
wishes to affiliate with the NATIONAL ASSOCIATION OF SCHOOL
SECRETARIES for the year 1948-49
Enclosed is five dollars (\$5.00) affiliation fee. New _____

Names of Advisory Council Members (1 per 20 National members):
Renewal _____

One-Year Term _____
Name Address

Two-Year Term _____
Name Address

Date of organization of your association _____
OFFICERS Names Address Length of term

SIGNED _____

Office held in the Association _____
Name Address

LIFE MEMBERSHIP

At the Executive Board meeting held in Chicago in July of 1947, a committee consisting of the past presidents with Betty Zimmerman as chairman, was appointed to recommend a workable plan for life membership.

The following was recommended by the Life Membership Committee at the July meeting in Cleveland:

"Since 'life membership is a symbol of permanent interest in and loyalty to the profession,' we suggest that the following amendment to the By-Laws be presented by the Executive Board for action by the membership at the July, 1948, annual meeting:

"A member in good standing for more than two consecutive years shall be eligible for life membership upon payment of twenty-five dollars in full, or ten dollars down and three annual installments of five dollars each. A life member shall be entitled to all the privileges of an active member.

"The Committee feels that the life membership fees should be disassociated from the regular memberships and it suggests that provision be made whereby they be earmarked and invested. This arrangement would guarantee that they continue to render service to the profession permanently.

"Twenty-five dollars represents continuous membership for twelve and one-half years and the deferred payment plan makes life membership possible for every school secretary.

"It is further suggested that a special emblem and membership card be issued to life members.

"Favorable action on this amendment is imperative because of the growing financial needs of the Association necessary to carry on the varied activities and services.

Constance K. Cowardin
Virginia A. Halsey
Louise H. Nelson
Betty Zimmerman, Chairman"

The Committee will continue working this year, with the assistance of Eleanor Dearden, and will present a suggested emblem, pin, or insignia at the meeting next summer.

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CHAIRMEN—MEMBERSHIP

SECTION I: Miss Mildred A. Bristol, Office of Board of Education, Southington, Conn.
Connecticut—Miss Mildred A. Bristol, Board of Education, Southington
Massachusetts—Mrs. Gloria Schleicher, c/o Superintendent of Schools, Wayland
Maine—Miss Pauline Smith, Deering High School, Portland
New Hampshire—Miss Esther Magnuson, Union School District, Concord
Rhode Island—
Vermont—

SECTION II: Miss Emma Castner, Washington, N.J.
Delaware—Mrs. Helen W. Kirkley, School Administration Bldg., Wilmington 43
District of Columbia—Mrs. Anna M. Gipe, Franklin Administration Bldg., Washington 5
Maryland—Miss Joanna Lankford, Board of Education, Salisbury
New Jersey—Mrs. Helen H. Knackstedt, Board of Education, Passaic
New York—Mrs. Juliet H. Pendergast, 408 Mains Ave., Syracuse

SECTION III: Miss Anne Kohute, Dickson City High School, Dickson City, Pa.
Pennsylvania—
Eastern District—Miss Mildred Byerly, Shamokin Public Schools, Shamokin
Western District—Miss Marie Dengler, Allegheny High School, Pittsburgh 12
Virginia—Miss Frankie Anderson, Nathaniel Bacon School, Richmond
West Virginia—Miss Inez Shriver, Parkersburg High School, Parkersburg

SECTION IV: Mrs. Mary Brand, Grady High School, Atlanta, Ga.
Alabama—Miss Mary Carroll, Houston County Board of Education, Dothan
Florida—Mrs. Louise Warren, Miami Senior High School, Miami
Georgia—Miss Martha Pitts, Upson County Schools, Thomaston
Kentucky—Miss Alma Louise Allen, Kentucky State College, Frankfort
North Carolina—Miss Nelle I. Creasman, Lee H. Edwards High School, Asheville
South Carolina—

SECTION V: Mrs. Melba Demaree, Franklin Public Schools, Franklin, Indiana
Illinois—Ferne Roseman, Illinois State Normal University, Normal, Illinois
Indiana—Miss Alma Cripe, 72 S. 7th St., Beech Grove
Iowa—Miss Agnes Hansen, Cedar Falls Public Schools, Cedar Falls
Ohio—Mrs. Shandon Steuer, Board of Education, Toledo
Tennessee—

SECTION VI: Mrs. Dorothy Nieman Ferguson, River Rouge High School, River Rouge, Michigan
Michigan—Mrs. Ora Stanbery Dolsen, 467 W. Hancock St., Detroit
Minnesota—Miss Rosalie Kollarich, 616 Summit Ave., St. Paul
North Dakota—
South Dakota—Miss Agnes Schlender, Brookings City Schools, Brookings
Wisconsin—Marion Kennedy, Vocational School, Madison, Wisconsin

SECTION VII: Miss Georgia A. Davis, Board of Education, Hannibal, Mo.
Arkansas—Miss Catherine Yates, West Side Jr. High School, Little Rock
Kansas—Miss Georgia Lee Rockwell, 2225 North Pennsylvania Ave., Independence
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